



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

April 9, 2019

Re: 2018-07-019

Ms. Emma Best
MuckRock News
DEPT MR 56218
411A Highland Ave.
Somerville, MA 02144-2516

Email: 56218-50047719@requests.muckrock.com

SENT VIA EMAIL

Dear Ms. Best:

This concerns your Freedom of Information Act (FOIA) request, submitted to Department of the Treasury, dated June 18, 2018. You are requesting *“Lists, indices or other records that describe or enumerate any historical studies produced or commissioned by the agency's historical staff or various offices/subdivisions. These documents will be used, among other things, to identify individual histories that are of interest to the public, which will then be requested in a separate FOIA request.”*

Upon additional review of your request, the Department of the Treasury does not maintain centralized records or a central index. Records must be described in reasonably sufficient detail to enable government employees who are familiar with the subject area to locate records without placing an unreasonable burden upon the agency. For this reason §1.5(d) of Treasury's FOIA regulations at 31 C.F.R. Part 1, Subpart A requires that you describe the records in reasonably sufficient detail in order to enable employees who are familiar with the subject area of the request to locate the records without placing an unreasonable burden upon the Department. Whenever possible, a request should include specific information about each record sought, such as the date, name of the office or Bureau, title or name, author, recipients, timeframe and subject matter of the record.

Your amended request should identify a ***timeframe*** and/or ***the identification of the specific Treasury bureau or office*** for the records you are seeking. Also, it would be helpful to know why you believe Treasury maintains records concerning yourself. Upon receipt of a perfected request, you will be advised as to the status of your request.

If we do not receive an amended request from you within 30 days from the date of this letter, May 20, 2019, we will assume you are no longer interested in this FOIA request and will consider your request withdrawn. Please be advised that this action is not a denial of your request and will not preclude you from filing other requests in the future.

You may reach me via telephone at 202-622-0930, extension 2; or via email at FOIA@treasury.gov. Please reference the FOIA number 2018-07-019 when contacting our office about this request. If you choose to mail your response, please use the following address:

Sincerely,

Michelle Henshaw
FOIA Case Manager, FOIA and Transparency
Privacy, Transparency, and Records (PTR)